



CITY OF HOUSTON

Annise D. Parker

Mayor

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September 18, 2013

SUBJECT: Notice of City of Houston Contract Award Recommendation

RE: Request for Proposal (RFP): S37-T24571 for Third Party Administration Services for the City of Houston's 457 Deferred Compensation Plan for the Finance Department

To Whom It May Concern:

This correspondence serves as notice that the City of Houston has completed its review of all proposals submitted in response to the above-referenced RFP. Please be advised that after careful examination and review of all proposal(s), the evaluation committee has determined that Great-West Life and Annuity Insurance Company is the best respondent to the RFP. Therefore, subject to successful contract negotiations, Great-West Life and Annuity Insurance Company will be the recommended contractor to City Council for the contract award of Third Party Administration Services for the City of Houston's 457 Deferred Compensation Plan for the Finance Department.

However, please be advised that in the event negotiations with the recommended contractor reach an impasse, the City of Houston reserves the right to open negotiations with the next highest qualified respondent(s) to the RFP. Additionally, all unsuccessful respondent(s) to the RFP will be afforded the opportunity to request a debriefing after City Council approves the contract award. Finally, please be reminded there should be no written or oral communication with any member of the RFP evaluation committee, appointed or elected official or employee of the City of Houston, their families or staff in an attempt to persuade or influence the outcome of the contract award.

We appreciate your interest in wanting to do business with the City of Houston and encourage your continued interest in all future procurements. If you should need additional information, please contact Joyce Hays at 832.393.8723. Thank you!

Sincerely,

A handwritten signature in black ink that reads "Calvin D. Wells".

Calvin D. Wells, Deputy Director
City Purchasing Agent

cc: T24571 Solicitation File